

# Federal City Performing Arts Association

## Board of Directors Meeting Minutes

**DRAFT**

Wednesday, September 20, 2000  
2801 M St., NW, Washington, DC

**Present:** Fred Boykin, Steve Herman, Mark Ohnmacht, Kathy McGee, David Streit, Harvey Cohen, Bob Reeg, Todd Paul, David Akridge, Bill Gannon, Barry Bugg, Wallace Whitworth  
**Absent:** Jeff Peirce  
**Staff:** John Perkins, Jeff Buhrman  
**Guests:** Harold Lewis

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**1. Call to Order**

President Boykin called the meeting to order at 7:05 PM.

**2. Open Forum**

Boykin thanked all of the Board members for their substantial commitment of time over the past month to Board issues, such as the retreat and the start up of many committees. He recommended that committee reports to the Board be kept brief.

**3. Approval of Minutes**

*McGee moved to approve the minutes, Herman seconded. Unanimously approved.*

**4. Open Board Position**

Streit announced that Jeff Peirce had submitted his letter of resignation from the Board, effective on September 13. Streit was appointed Treasurer in the interim until the position could be filled. The floor was then opened to nominations to fill the one year term on the Board. Boykin presented Harold Lewis to the Board, and Lewis then tendered his self nomination form to the Board. Lewis made statements of his qualifications to the Board. Boykin invited questions of Lewis. Herman stated his support for Lewis. The nominations were then closed. *Paul moved to accept the nomination of Harold Lewis, Akridge seconded. Unanimously approved.* Streit opened the floor to nominations for Treasurer. *Bugg nominated Harold Lewis, McGee seconded. Unanimously approved*

**5. Finance Report**

Perkins presented the report in the absence of Peirce. He stated that the auditors were still working on the Chorus books and the preliminary report would be available in two weeks with the final report expected by the October Board meeting. The first set of this season's financial statements will be available at the next Board meeting as well, which is in keeping with previous years. The following revisions to the operating plan were proposed, a) relocate the Pride concert to Kennedy Center, b) delete the PF Holiday Concert and c) add a Rock Creek Singers Concert to the schedule. *Paul moved to amend the operating plan, Cohen seconded. Unanimously approved.* After some discussion, a budget amendment was then proposed to increase the Music Department expenses by \$1000 to \$161,200 and concurrently increase ticket sales revenue by \$1000 to \$145,300. *McGee moved to amend the budget, Bugg seconded. Unanimously approved.* Akridge inquired about budget figures for G-Men, but Buhrman stated they were not yet set.

**6. Music Division Report**

Buhrman stated that the production meeting for the Holiday concert had been very successful. The small ensembles had been formed and were now in regular rehearsals on Tuesday nights. Buhrman submitted a breakout of the budget for Rock Creek Singers. David Lindsey was named as accompanist for the group. G-Men would perform in the "Let Us Entertain You" show. The full Chorus concert repertoires have been decided by the Artistic Advisory committee and it is already at work on concert concepts for the next two seasons. Buhrman noted that the Chorus members would be solicited for lyric input for the 3 commission



pieces to be done for the Chorus this season. Buhrman asked to revisit Chorus attendance policies for small ensemble members in the near future and Boykin pointed out that a by law change would be necessary. Buhrman continues to encourage open communication. He stated that there are approximately 180 singing members for the start of the season. Reeg questioned whether producing study tapes for the Chorus needed to be outsourced. It was generally agreed that it was more valuable for the Chorus members to record their own tapes.

#### **7. Executive Director's Report**

Perkins reported that the direct mail/phonathon at the end of the season brought in over \$6,000 including six Capital Club memberships. Perkins thanked Chuck Carr and Jack Gerard for their efforts in spearheading this appeal. Perkins noted that getting donor information into the database was a priority this summer and he thanked David Carmody for all of his hours devoted to data entry during July and August. He noted that Jeff Peirce and Quang Le are refining the database. Cohen suggested that the membership should also be included in the database. Boykin stated that the first priority was donors and once those were in the database the membership inclusion would be taken care of. Perkins acknowledged the pro-bono services of Shugoll Research and ReData for their efforts in designing and compiling results from our Pride Concert audience survey. Perkins thanked Whitworth for his efforts as chair of the Development Committee. Perkins discussed his ongoing efforts in securing grants for the Chorus, including Brother Help Thyself and the DC Commission on the Arts and Humanities. The season brochure production was taken over by Perkins and Whitworth. Eileen Schramm was hired to design the piece and it should be available for distribution by October 2. Position announcements for an Administrative and Development Assistant were posted and 24 applications have been received. Ohnmacht, chair of Personnel and Perkins will review the candidates starting next week. Perkins thanked Jim Williams for performing upgrades to the Chorus office computers. The work should be completed in the next week and most of the parts and labor were gratis. The Chorus office email account with AOL is down and Perkins is working to resolve the problem as quickly as possible. The on site visit by the auditors was performed last week and the final report will be available at the October Board meeting. Perkins assisted Steve Haber in final arrangements for rental of the Living Stage Theatre for our "Pageant" production. Perkins and Herman met with Kennedy Center staff to secure a contract which should be forthcoming soon. He noted that a request had gone out to Senator Ted Kennedy to be a narrator at our March concert. Sales of merchandise at GALA festival this summer brought in about \$1300 from CD sales. The information on sales at the San Francisco concert were not yet available. Reeg was concerned about accounting for the CD stocks and Boykin charged McGee with developing a tracking plan. Buhrman asked for a sales history for previously produced CD's. Boykin agreed that total sales could be tracked by referencing past year's financial reports but specific CD sales were not accessible. Reeg asked if there was any procedure to track the success of brochures in the Washington Blade in generating season ticket sales. Ohnmacht suggested that those specific brochures could be coded this season to keep a count on their success in generating sales. It was also noted that Herman had produced a mailing to promote season ticket sales to past ticket buyers and donors. Boykin thanked Perkins and Whitworth for their hard work on Development.

#### **8. President's Report**

Boykin passed out a card for Board members to sign thanking Jeff Peirce for all of his work as treasurer of the Chorus over the past 4 years. Boykin stated that his services would be missed and acknowledged his contributions, including a complete financial policy and an investment plan. Perkins also pointed out all of his work in getting the database put together. Ohnmacht asked for a copy of the letter of resignation and Streit made copies available. Boykin also passed out another card to thank the Board retreat facilitator Eve Campbell, Executive Director of the Women's Chorus of Dallas. Boykin then distributed a handout detailing the duties and expectations of each Board of Director that was adopted several years ago as part of the Board policy. He also gave each Board member a set of guidelines to make a concrete financial commitment to the Chorus. The guideline for contributions was provided by Campbell. Each Board member was asked to contribute \$2000 either through personal donations or obtaining donations from others. Boykin will be asking each Board Member to fill out a monthly report card on their progress that will



be seen by him alone. Boykin cited many ways to achieve this financial goal and various Board members gave their own examples. It was pointed out that this would only count for actual financial donations and not for in kind services of the Board members. Boykin added that he would be happy to track those services as well but they would not count toward the \$2000 goal. Ohnmacht applauded Boykin's plan.

#### **9. Old Business**

Herman presented the GMCW organizational flow-chart once again with further revisions. He pointed out that it continued to be a work in progress. Herman will be working with Reeg on personnel in the various positions and invites everyone's input. He hopes to have a "finalized" document available for distribution at the Chorus Retreat in October that would help the general membership have an understanding of how the Chorus chain of command is organized. Reeg asked about progress on setting up a Governance committee. Ohnmacht pointed out that there is an ad hoc committee that will recommend the Governance committee in January once it has been formalized.

#### **10. New Business**

Gannon handed out the minutes from the Capital Club's first meeting. He pointed out that the Capital Club Gala had been set for November 1 at the Toutorsky Mansion and detailed the agenda for that event. Gannon recapped the current status of the Century Circle which currently has an aggregate value of \$35,000. He discussed a special Capital Club social event on December 2, featuring Chorus Director Buhrman. The Capital Club database is being updated with the help of Robert Winter, Capital Club secretary. Gannon noted that he has been working with Streit on the Annual Auction and would solicit volunteers at the November 1 Gala. He expects the membership in Capital Club to grow substantially this season due to increased Chorus membership and enthusiasm about Buhrman as Director. There are also several new prospects for the Century Circle donor group. Boykin underscored the importance of the Capital Club, which accounts for one quarter to one third of the Chorus fundraising. Gannon stated that the Capital Club officers are open to any suggestions and are committed to getting out their newsletter "National Endowments" in the next week to all members and prospective members. The Capital Club members will also receive the weekly Chorus newsletter "Hot Notes" via email. Cohen asked that a written copy of the Board retreat goals be provided and that they be revisited frequently. Streit pointed out that he is keeping a copy of every report generated by the Board and related committees and will always have them available for reference. Ohnmacht encouraged Board members to ask prospective Capital Club donors before the Gala in November and Gannon noted that there will be several solicitations to get people to that fundraising event. Boykin asked that all Board members be included on the mailing list for "National Endowments". Buhrman will be including special notes in "Hot Notes" for Capital Club members interest. Boykin encouraged email fundraising solicitations. Century Circle donor requirements were detailed by Gannon and Perkins. Buhrman invited all of the Board members to the New Member Social on September 23.

#### **11. Adjournment**

*Ohnmacht moved for adjournment, McGee seconded, Unanimous in favor.*

Respectfully submitted,

David Streit – Secretary, FCPAA

GMCW affirms the Gay experience and promotes a culture of diversity through musical and performance excellence